

Training

WAC 296-823-120

Summary

YOUR RESPONSIBILITY:

**To train your employees about their risk of exposure to
bloodborne pathogens and ways to protect themselves**

You must

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Training



Training

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Rule

WAC 296-823-12005

Provide training to your employees

You must

- Make sure all employees with occupational exposure participate in a training program that is:
 - Provided at no cost to them
 - Conducted during compensated working hours.
- Provide training when any of the following occur:
 - Before assigning tasks where occupational exposure might occur
 - At least annually and within one year of the previous training.
- Make sure the content and vocabulary of your training materials are appropriate to the educational level, literacy, and language of your employees
- Make sure the person conducting the required training is knowledgeable about the subject matter as it relates to your workplace
- Make sure the training program contains at least the following elements:
 - An accessible copy of this chapter and an explanation of the contents
 - A general explanation of the epidemiology and symptoms of bloodborne diseases
 - An explanation of how bloodborne pathogens are transmitted
 - An explanation of your exposure control plan and how the employee can obtain a copy of the written plan
 - An explanation of how to recognize tasks and other activities that could involve exposure to blood and other potentially infectious materials (OPIM)
 - An explanation of the use and limitations of methods that will prevent or reduce exposure including:
 - Equipment and safer medical devices
 - Work practices
 - Personal protective equipment

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WAC 296-823-12005 (Continued)

You must

- Information about personal protective equipment (PPE) including:
 - The types
 - Proper use and limitations
 - Selection
 - Location
 - Putting it on and taking it off
 - Handling
 - Decontamination
 - Disposal
- Information about the hepatitis B vaccine, including:
 - Information about its effectiveness
 - Safety
 - Method of administration
 - The benefits of being vaccinated
 - Offered at no cost to the employee for the vaccine and vaccination
- Information about what actions to take and persons to contact when exposure to blood or OPIM occurs outside of the normal scope of work
- An explanation of the procedure to follow if an exposure incident occurs, including:
 - The method of reporting the incident
 - The medical evaluation and follow-up that will be available
- Information about the post-exposure evaluation and follow-up procedure following an exposure incident
- An explanation of the signs and labeling or color-coding required by this chapter
- An opportunity for interactive questions and answers with the trainer at the time of the training session.

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Rule

WAC 296-823-12005 (Continued)



Note:

This may be person-to-person, by telephone, or by e-mail, as long as the employee can both ask and receive answers during the training session.

WAC 296-823-12010

Provide additional training

You must

- Provide additional training when you add or change tasks or procedures that affect the employee's occupational exposure.



Note:

This training may be limited to the changes in tasks and procedures.



WAC 296-823-12015

Maintain training records

You must

- Maintain training records for 3 years from the date of the training
- Include the following information in your training records:
 - Dates of the training sessions
 - Contents or a summary of the training sessions
 - Names and qualifications of persons conducting the training
 - Names and job titles of all persons attending the training sessions.
- Provide these employee-training records upon request for examination and copying to any of the following:
 - Employees
 - Employee representatives.



Helpful tool:

Training Documentation Form

A training documentation form is provided for your use in the resource section of this chapter.



Notes
